



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
WASHINGTON, D C 20350

SECNAVINST 5430.52C
DONPIC

4 September 1984

SECNAV INSTRUCTION 5430.52C

From: Secretary of the Navy

Subj: RESPONSIBILITIES OF THE DEPARTMENT OF THE NAVY PROGRAM
INFORMATION CENTER

Ref: (a) SECNAV Instruction 5000.16D (NOTAL)

1. Purpose. To assign responsibilities for the operation of the Department of the Navy Program Information Center (DONPIC).

2. Cancellation. SECNAV Instruction 5430.52B and OPNAV Instruction 5430.19D.

3. Background. The Secretary of the Navy established the Department of the Navy Program Information Center to operate under the cognizance of the Chief of Naval Operations. The Center serves as the central source of information on program data that affect the Department of the Navy (DON).

4. Mission and Functions

a. Mission.

(1) To provide the Secretary of the Navy, the UnderSecretary of the Navy, Assistant Secretaries, the Chief of Naval Operations and the Commandant of the Marine Corps a staff facility to gather, correlate and display program data required for decisions and actions by those officials, and to act as principal Department of the Navy point of contact with the Office of the Secretary of Defense regarding procedural matters relating to the operation of the Planning, Programming, and Budgeting System (PPBS).

(2) To coordinate action and develop responses to Congressional correspondence and special interest matters which involve expressions of policy by the Secretary of Defense, the Deputy Secretary of Defense, the Secretary of the Navy, the Under Secretary of the Navy, the Assistant Secretaries of the Navy, the Chief of Naval Operations and the Commandant of the Marine Corps.

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b. Functions

(1) Publish a Department of the Navy Program Review Schedule annually and update as necessary in coordination with the Civilian Executive Assistants and Office of Program Appraisal.

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(2) Coordinate development of proposed Navy and Marine Corps responses to fiscal and logistic guidance and Program Change Decisions.

(3) Coordinate development of the Department of the Navy Program Objectives Memorandum (POM) to include:

(a) Preparation and dissemination of implementing instructions in support of the Secretary of the Navy's policy guidance for the preparation of the Program Objectives Memorandum.

(b) Integration of the POM submissions of the Chief of Naval Operations and the Commandant of the Marine Corps.

(c) Dissemination of draft POM material within the Secretariat for review.

(d) Distribution of resource displays and other backup material required for the Secretariat review of the Program Objectives Memorandum.

(4) Process and correlate requests for new programs and changes to approved programs. Ensure requests are consistent with the Secretary of the Navy's policy guidance and approved procedures, and advise appropriate sponsors of errors or inconsistencies.

(5) Maintain and update all documents associated with the Five Year Defense Program (FYDP).

(6) Provide programming cost information as required by the offices within the Secretariat.

(7) Prepare and publish procedural documents required for operation of the programming phase of the PPBS.

(8) Serve as principal Department of the Navy point of contact with the Office of the Secretary of Defense regarding procedural matters relating to the operation of the PPBS.

(9) Correlate and staff, as appropriate, all Department of the Navy documents required by the DOD programming phase of the PPBS, including proposals of other departments or agencies.

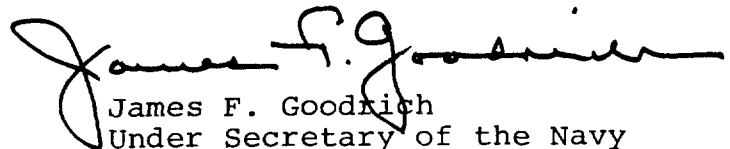
(10) Maintain and display program information to facilitate the decision process on programming matters.

(11) Coordinate and develop responses to Congressional and special interest correspondence (less constituent matters) for signature of the Secretary of Defense, the Deputy Secretary of Defense, the Secretary of the Navy, the Under Secretary of the Navy, the Assistant Secretaries of the Navy or the Chief of Naval Operations.

5. Operating Responsibility. The Director, Navy Program Planning (OP-090) is responsible for operation of the DONPIC. Under his direction, the Director, General Planning and Programming Division (OP-90) is assigned additional duty as the Director of the DONPIC. The Head, Program Appraisal and Information Branch (OP-902) is assigned additional duty as Deputy Director.

6. Staffing. The staff of the Program Appraisal and Information Branch (OP-902), assisted by assigned Marine Corps representatives is assigned additional duty to the Director of the DONPIC. The element of the Program Plans & Development Branch (OP-901) which performs DONPIC functions of program development, coordination, display, and providing cost information is also assigned additional duty to the Director of the DONPIC. Additionally, the element of the Congressional and Policy Coordination Branch (OP-906) which performs DONPIC functions to coordinate and develop responses to congressional correspondence and special interest matters is also assigned additional duty to the Director of the DONPIC. (R)

7. Action. The Chief of Naval Operations, the Commandant of the Marine Corps and the bureaus and offices of the Department of the Navy will furnish support and assistance to the Department of the Navy Program Information Center. The Director, Department of the Navy Program Information Center will develop and promulgate procedures for the operation of the DONPIC and the DOD PPBS to implement reference (a) and other pertinent directives.


James F. Goodrich
Under Secretary of the Navy

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